



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE**  
**BOARD OF PLUMBING AND HVACR EXAMINERS**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF PLUMBING &amp; HVACR EXAMINERS</b>
<b>MEETING DATE AND TIME:</b>	<b>Tuesday, February 14, 2017 at 8:30 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room A</b> , second floor of the Cannon
<b>MINUTES APPROVED:</b>	March 28, 2017

**MEMBERS PRESENT**

Charles Robbins, Professional Member, President  
Harold Caswell, Professional Member, Vice President  
Frank Beebe, Professional Member  
John Mills, Professional Member  
James Anderson, Public Member  
John Brady, Public Member

**MEMBERS ABSENT**

Craig Tenaro, Professional Member  
Sheila Littleton, Public Member  
Matthew Reilly, Professional Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Kevin Maloney, Deputy Attorney General  
Latonya Brown, Administrative Specialist II

**OTHERS PRESENT**

Chuck Davidson, DPH

**CALL TO ORDER**

Mr. Caswell called the meeting to order at 8:31 am.

**REVIEW OF MINUTES**

A motion was made by Mr. Mills, seconded by Mr. Anderson, to approve the January 10, 2017 minutes. The motion carried unanimously.

**UNFINISHED BUSINESS**

Review and Signing of the Order

Michael Rash

The board reviewed and signed Michael Rash's order

## **NEW BUSINESS**

### **Review of Examination Applications- HVACR**

A motion was made by Mr. Robbins, seconded by Mr. Brady, to approve Christopher Ullman to take the Master HVACR Bypass exam. The motion carried unanimously.

A motion was made by Mr. Brady, seconded by Mr. Mills, to propose to deny the Master HVACR application of William Thorpe. The motion carried unanimously.

A motion was made by Mr. Caswell, seconded by Mr. Robbins to approve Christopher Scott to take the Master HVACR exam. The motion carried unanimously.

### **Review of Examination Applications- Plumbing**

A motion was made by Mr. Caswell, seconded by Mr. Beebe, to approve Christopher Scott to take the Master Plumbing exam. The motion carried unanimously.

A motion was made by Mr. Caswell, seconded by Mr. Brady, to approve Blake Hitch to take the Master Plumbing exam. The motion carried unanimously.

A motion was made by Mr. Brady, seconded by Mr. Mills, to propose to deny the Master Plumber application of Eric Foster. The motion carried unanimously.

### **Review of Reciprocity Applications- HVACR**

A motion was made by Mr. Caswell, seconded by Mr. Brady to approve the Master HVACR application of Andrew Morris. The motion carried unanimously.

### **Review of Consent Agreement**

#### **Frank Mousley**

A motion was made by Mr. Brady, seconded by Mr. Beebe, to approve and sign the Consent Agreement for Mr. Mousley. The motion carried unanimously.

### **Ratification of Applications**

A motion was made by Mr. Caswell, seconded by Mr. Brady, to ratify the applications of:

- Russell Barber, MD, Master Plumber
- Wayne Bain, MD, Master Plumber
- Reginald Friend, MD, Master Plumber

The motion carried unanimously.

### **Examination- Passing Results**

The board reviewed the examination results that showed out of 3 Master HVACR candidates, 1 had passing scores. Out of 1 Master HVACR Restricted candidates, 1 had a passing score.

- Benjamin Shumaker- Master HVACR
- Andrew Higgins - Master HVACR Restricted

## **CORRESPONDENCE**

### **Letter from Shawn Woodrow**

The board reviewed the letter from Mr. Woodrow requesting the board to grandfather his license as a Master HVACR instead of a Master HVACR Restricted. The board recommended that Mr. Woodrow apply for the specialty license and sit for the exam.

## **OTHER BUSINESS BEFORE THE BOARD**

### **Consideration of Legislative Sub-Committee**

The board will conduct the sub-committee meeting in April. Mr. Maloney suggested that the board identify sections of the statute and come with ideas to present at the March meeting.

**PUBLIC COMMENT**

**NEXT SCHEDULED MEETING**

The next board meeting will be held on March 14, 2017 at 8:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

A motion was made by Mr. Beebe, seconded Mr. Caswell, to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 9:34 am.

Respectfully submitted,

A handwritten signature in black ink, reading "LaTonya Brown". The signature is written in a cursive, flowing style.

LaTonya Brown  
Administrative Specialist II